

RURAL UTILITIES SERVICE

*Community Connect
Broadband Program
Grant Application Guide
Fiscal Year 2005*



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**Rural Utilities Service
Community-Oriented Connectivity Broadband Grant
Program**

The Community-Oriented Connectivity Broadband Grant Program is designed to provide financial assistance to furnish broadband service in rural, economically-challenged communities where such service does not currently exist. Grant funds may be utilized to deploy broadband transmission service to critical community facilities, rural residents, and rural businesses and to construct, acquire, or expand, equip, and operate a community center that provides free access to broadband services to community residents for at least two years. Grants will be awarded, on a competitive basis, to entities serving communities of up to 20,000 inhabitants to ensure rural consumers enjoy the same quality and range of telecommunications service as are available in urban and suburban communities.

General Information

!! BEFORE YOU GET STARTED !!

You must read:

- ♦ *7 CFR 1739, Subpart A, published in the Federal Register on July 28, 2004.*
- ♦ *And Notice of Funds Availability (NOFA) published in the Federal Register on March 30, 2005*

The regulation **MUST** be utilized in conjunction with this application guide. Should any differences result in the interpretation of this Application Guide and the regulation, the regulation takes precedence over information contained in this Application Guide.

➤ *When and Where to Submit Your Application:*

GRANT applications must be postmarked by:

May 31, 2005

An **original and two copies** of a **completed application** must be posted, shipped, or hand-delivered by the deadline date. **Applications must be submitted to:**

**Director, ASD
RUS, STOP 1550, Room 2845
1400 Independence Ave., SW
Washington, D.C. 20250-1550**

Due to the possible disruptions in mail delivery service, applicants are strongly encouraged to submit applications via express mail or hand delivery to our office.

Applications Delivered by Mail:

Applications must show proof of shipping consisting of one of the following:

1. A legibly dated U.S. Postal Service (USPS) postmark;
2. A legible mail receipt with the date of mailing stamped by the USPS; or
3. A dated shipping label, invoice, or receipt from a commercial carrier.

If an application is sent through the USPS, neither of the following will be accepted as proof of mailing:

1. A private metered postmark; or
2. A mail receipt that is not dated by the USPS.

Applicants should note that the USPS does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Applications Delivered by Hand:

Applications delivered by hand will be accepted daily between 8:00 a.m. and 4:30 p.m. (Eastern Standard Time), except Saturdays, Sundays and Federal holidays. Individuals delivering applications must provide proper identification to enter the building.

Late applicants will be notified that their applications will not be considered for funding and their applications will be returned.

Applications Submitted Electronically:

Electronic applications will only be accepted when submitted through the Grants.gov website. Applications will not be accepted via facsimile machine transmission or electronic mail. We accept electronic applications submitted by the deadline through the Federal government's e-grants web site (Grants.gov):

www.grants.gov

If you want to submit an application on-line, RUS strongly encourages you to obtain all the necessary sign-ups, credentials and authorizations well in advance of the deadline. You will need a Central Contractor Registry (CCR) registration before you can submit electronically. In addition, Grants.gov requires some one-

time credentialing and online authentication procedures. These procedures may take several business days to complete. Please ensure that your credentials and authorizations are up-to-date if you went through the process within the last year. Some or all of Grants.gov's requirements require an annual update.

The Grants.gov website, like all web facilities, has finite capacity. If several federal grant programs have the same application deadline date, periods of site overloading can be experienced. Please plan accordingly.

Please follow the instructions at Grants.gov. If you experience a technical problem retrieving or submitting an electronic application, contact the Grants.gov customer support resources (click the "Customer Support" tab on any page of Grants.gov to get started). RUS staffers do not control the technical aspects of Grants.gov and won't be able to help you if you experience a problem. However, we are available to answer questions about the Program and the contents of an application.

With any electronic application you do not need to submit two copies as required from mailed applications. However, we may request original signatures on paper later.

➤ *New for 2005:*

The minimum grant request amount is: \$50,000

Definition of communities:

- ◆ Census Designated Places (CDPs) are considered to be unincorporated cities, towns, villages, or boroughs and they are eligible communities.
- ◆ RUS will accept communities added to the Census through the Count Question Resolution Process. Communities made eligible through the Count Question Resolution Process may lack corresponding Per Capita Income (PCI) data, so for scoring purposes, applicants claiming eligibility through the Count Question Resolution Process should propose a substitute PCI which is available for a geographical area which includes and most nearly replicates the applicant's proposed service area, subject to RUS acceptance.

- ◆ 7 CFR 1739.10 (a) provides that an Indian tribe is an eligible applicant. We hold this to mean that every Indian tribe is eligible. Some Indian reservations do not include discrete communities. Where this is the case, the application may be for the entire reservation and the census reference to the reservation will be the community for application purposes. Where a reservation does contain discrete communities, an application must cover one and only one community.

Organization of the application:

The volume of applications makes it impractical for reviewers to search through the entire application to find required information. **We ask that all information relevant to a category be included under that category's tab. If that information is relevant to another category, it should be repeated under that category.** We have eliminated the Attachments and Supplemental Information category and ask that any such materials be included under the relevant tab.

➤ Key Definitions:

Please refer to 7 CFR 1739, published July 28, 2004, in the Federal Register for all defined terms.

Basic Broadband Transmission Service: The broadband service level provided by the applicant at the lowest rate or service package level for residential or business customers, as appropriate, providing such service meets the definition of broadband transmission service.

Broadband Transmission Service: Providing an information rate equivalent to at least 200 kilobits/second in the consumer's connection to the network, both from the provider to the consumer (downstream) and from the consumer to the provider (upstream).

Community: Any incorporated or unincorporated city, town, village, or borough recognized in the U.S. Census in a Rural Area. This includes Census Designated Places (CDPs), which will now be recognized as an unincorporated city, town, village or borough.

Community Center: A public building or section of a public building, with at least ten (10) Computer Access Points, that is used for the purposes of providing free access to and/or instruction in the use of broadband Internet service, and is of the appropriate size to accommodate this purpose. The community center must be open and accessible to area residents before, during, and after normal working hours and on Saturday or Sunday. Examples of facilities that may be used for the described purposes include school, library, or city hall.

Computer Access Point: A new computer terminal with access to basic broadband transmission service.

Critical Community Facility: A public school, public library, public medical clinic, public hospital, community college, public university, or law enforcement, fire and ambulance stations.

Project: The applicant's proposed Basic Broadband Transmission Service financed by the grant and Matching Contribution for the proposed Service Area.

Rural Area: Any area not included within the boundaries of any incorporated or unincorporated city, town, village, or borough having a population of more than 20,000 inhabitants within the United States.

Service Area: A single Community and, may include the unincorporated areas or locally recognized communities, not recognized in the U.S. Census, located outside and contiguous to the Community's boundaries.

For additional information concerning this grant program, please contact:

Orren E. Cameron III, Director, Advanced Services Division, Telecommunications Program, (202) 690-4493 or Email: community.connect@usda.gov. Information about RUS and this application guide can be retrieved electronically *via the internet* at:

<http://www.usda.gov/rus/telecom>

Applying for a Grant

Grant Processing

Completed applications must be postmarked no later than May 31, 2005 or be received by Grants.gov by that date to be considered for funding. Grant applications will be scored in accordance with the provisions 7 CFR 1739.

Applicant Eligibility

To be eligible for a grant, the applicant must:

- ◆ Be legally organized as an incorporated organization, an Indian tribe or tribal organization, as defined in [25 U.S.C. 450b\(b\) and \(c\)](#), a state or local unit of government, or other legal entity, including cooperatives or private corporations or limited liability companies organized on a for profit or not-for profit basis.
- ◆ Have the legal capacity and authority to own and operate the broadband facilities as proposed in its application, to enter into contracts and to otherwise comply with applicable federal statutes and regulations.

Note: The applicant may not be an individual or partnership.

Project Eligibility

To be eligible for a grant, the Project must:

- ◆ Serve a Rural Area throughout which Broadband Transmission Service does not currently exist, to be verified by RUS prior to the award of the grant.
- ◆ Serve one and only one Community recognized in the latest U.S. Census. Additional communities located in the contiguous areas outside the Community's boundaries that are not recognized (due to size) in the U.S. Census, can be included in the applicant's proposed Service Area, but must be supported by documentation, acceptable to RUS, as to their existence (and these additional non-Census communities must meet the qualification of not having any broadband available);

Note: Remember for 2005 CDPs are considered valid communities and would count in the "serve one and only one" rule.

- ◆ Deploy Basic Broadband Transmission Service, free of all charges for at least 2 years, to all Critical Community Facilities located within the proposed Service Area;
- ◆ Offer Basic Broadband Transmission Service to residential and business customers within the proposed Service Area; and

- ◆ Provide a Community Center with at least ten (10) Computer Access Points within the proposed Service Area, and make Broadband Transmission Service available therein, free of all charges to users for at least 2 years.

!! COMMUNITY CENTER !!

The community center must have at least 10 Computer Access Points

Rurality Requirement

The proposed project must provide broadband transmission service to a rural area that does not currently have such service anywhere in the proposed service area. A “Rurality Calculation Table” is provided for this computation (See attachment 2), and should be based upon 2000 Census Data.

Eligible Grant Purposes

Grants funds may be used to finance:

1. The construction, acquisition, or lease of facilities, including spectrum, to deploy broadband transmission services to all critical community facilities and to offer such service to all residential and business customers located within the proposed service area;
2. The improvement, expansion, construction, or acquisition of a community center that furnishes free access to broadband Internet service, provided that the community center is open and accessible to area residents before, during, and after normal working hours and on Saturday or Sunday. Grant funds provided for the community center are limited to the greater of \$100,000 or 5% of the grant amount requested. The costs of the computer access points, their installation, connection to the broadband transmission system are not included in this limitation;
3. End-user equipment needed to carry out the project;
4. Operating expenses incurred in providing broadband transmission service to critical community facilities for the first 2 years of operations and to provide training and instruction. Salary and administrative expenses will be subject to review, and may be limited, by RUS, for reasonableness in relation to the scope of the project; and
5. The purchase of land, buildings, or building construction needed to carry out the project.

Grant Funds may not be used to finance the duplication of any existing broadband services provided by other entities; and

Facilities financed may not be used, in any way, to provide local exchange telecommunications service to any person or entity where it currently exists.

Matching Funds Requirement

The applicant's minimum matching contribution must be for eligible purposes and equal 15% of the grant amount requested. Eligible purposes include:

- ◆ Cash for eligible grant purposes; and
- ◆ In-kind contributions of eligible grant purposes.

In-kind contributions include:

- New or non-depreciated assets with established monetary values. Manufacturers' or service providers' discounts are not matching contributions.
- The value of rental income for donated space in a community center, calculated for the entire term of the donation;
- Salaries and expenses incurred by the community center in operating the community center, for the first two years of operations.

Costs incurred by the applicant, or others on behalf of the applicant, for facilities or equipment installed, or other services rendered prior to submission of a completed application, shall not be considered as an eligible matching contribution.

!! Note !!

Rental values ***must*** be supported by rental agreements documenting the cost of space of a similar size in a similar location.

Rental values and salaries and expenses incurred by the community center are subject to review by RUS.

The source and amount of matching funds must be identified in the application. If matching funds are to be provided by a third party, documentation of the third party's commitment must be included in the application.

Any financial assistance from Federal sources will not be considered as matching contributions unless there is a Federal statutory exception authorizing the Federal financial assistance to be considered as a matching contribution.

Completing the Grant Application

This section addresses all of the information that must be submitted for an application to be complete and considered for financing:

- | | |
|--|--|
| A. <i>A Completed Application for Federal Assistance (Standard Form 424)</i> | G. <i>Financial Information and Sustainability</i> |
| B. <i>An Executive Summary of the Project</i> | H. <i>A Statement of Experience</i> |
| C. <i>Scoring Criteria Documentation</i> | I. <i>Evidence of Legal Authority and Existence</i> |
| D. <i>System Design</i> | J. <i>Funding Commitments from Other Sources</i> |
| E. <i>Scope of Work</i> | K. <i>Compliance with Other Federal Statutes and Regulations</i> |
| F. <i>Community-Oriented Connectivity Plan</i> | |

Tips:

- ◆ **An application that does not include each item listed in this section is incomplete and will not be considered for funding**
- ◆ **Place all of the information supporting a scoring criterion together in the section of the application that responds to that criterion**
- ◆ **Reviewers are unlikely to have first-hand knowledge regarding your specific locale or circumstances; always provide source documentation to substantiate your assertions**

A. A Completed Standard Form 424, “Application for Federal Assistance”

Use the Standard Form 424, Application for Federal Assistance (SF 424), to apply for Community Connect Broadband grants. You can find a copy of the form in the Federal Forms and Attachments section. It is important that you complete every relevant entry. Please use the following notes in conjunction with the SF-424 instruction page.

Block 1: Self-explanatory

Block 2: For your organization's use

Block 3: Not Applicable - leave blank

Block 4: For RUS use - leave blank

Block 5: There are multiple entries in this block. We will use the contact information provided in this box for all contact and correspondence. Please complete this in full and attach a sheet if you want to provide additional contacts. It is crucial that we have accurate information, including a reliable fax number for rapid correspondence. If you do not have a fax number, we will need a reliable e-mail address. Otherwise, correspondence will be sent by mail. You must provide full, accurate contact information for someone with the authority to answer any questions RUS staff may have about your application.

If you wish to supply a contact from outside your organization, attach a letter immediately behind the SF-424 listing these items: person's name, organization, contact information (phone, fax, e-mail, mailing address), relationship to your organization. Make sure the letter contains language granting authority to the person to answer our questions or provide additional information on your behalf, and any time limit you wish to apply to that person's authority. This letter must be signed by the signatory on the SF-424.

As required by the Office of Management and Budget, **all applicants for grants must supply a Dun and Bradstreet Data Universal Numbering System (DUNS) number.** Obtaining a DUNS number costs nothing but requires a telephone call to Dun and Bradstreet (1-866-705-5711). Please see this website for more information:

http://www.whitehouse.gov/omb/grants/duns_num_guide.pdf

Block 6: Enter your Employer ID.

Block 7: Fill in the type of applicant using the codes provided on the back of the 424

Block 8: This is a "New" application.

Block 9: The name of the Federal Agency is Rural Utilities Service

Block 10: The Catalog of Federal Assistance Number is **10.863**

Block 11: Brief descriptive title of project

Blocks 12 & 14: Please provide the name of the community (city, town, village, borough, or CDP), county and state and Congressional District for the community you are proposing to serve in your project

Block 15: (Estimated Funding)

- a. Federal Show the amount requested from RUS as grant
- b. Applicant Show the total matching contributions, regardless of source
- c, d, e, & f. Leave Blank
- g. TOTAL Show *Total Eligible Community Connect Grant + Matching Purposes* (this should be the sum of a. and b. above - and it should also equal the Total Eligible Grant and Matching Purposes shown in your budget under the Scope of Work Section E.)

Block 16: The answer has been preselected for you. Per regulation 7 CFR 1739 - Supplementary Information, this program is not subject to the requirements of Executive Order 12372.

Block 17: You must supply an explanation of the delinquency if you check "yes".

Block 18: The application must be signed by an authorized representative of the organization that will own and operate the project if a grant is awarded. If the signer is not a corporate officer, you must include evidence that the signer is authorized to obligate the organization.

B. An Executive Summary of the Project

The Executive Summary of the project is one of the most important parts of the application. It gives reviewers their first overall view of the area to be served, what problems the residents face, and how the proposed project will help alleviate those problems, increase quality of life, and provide enhanced opportunities for rural residents. This is your opportunity to discuss the core aspects of the project:

- ◆ *The goals of the project;*
- ◆ *The community to be served;*
- ◆ *The community organizations participating as project partners; and*
- ◆ *The technologies to be used.*

The Executive Summary gives the applicant the opportunity to discuss the project subjectively and to point out its unique characteristics. Be clear and provide convincing links between project and benefits.

The Executive Summary must provide a general project overview covering the following six categories:

1. A description of why the project is needed;
2. A description of the applicant;
3. An explanation of the total project cost;
4. A general overview of the telecommunications system to be developed, including the types of equipment, technologies, and facilities used;
5. Documentation describing the procedures used to determine the unavailability of existing broadband service; and
6. A description of the participating community organizations (such as schools, health care providers, police and fire departments, etc.).

Number each paragraph as shown above. Remember, this summary is the first overall picture of your request for assistance and what problems you are attempting to solve.

C. Scoring Criteria Documentation

There are three scoring categories that must be addressed by applicant in order to be considered for funding. They are:

1. The rurality of the community served by the project (up to 40 points) as determined by the population of the community, as determined by the U.S. Bureau of the Census, U.S. Department of Commerce, at <http://factfinder.census.gov> (up to 40 points);
2. The economic need of the project's service area(s) as determined by per capita personal income of the community, as determined by the U.S. Bureau of the Census, U.S. Department of Commerce, at <http://factfinder.census.gov> (up to 30 points);
3. The benefits derived from the proposed service area (up to 30 points).

The first two categories are objective criteria. The objective criteria are straightforward indicators that measure the rurality and economic need of the service area.

1. Rurality of the Project Service Area:

A rurality table is provided in this application guide to assist you with this process (Attachment 2). An applicant must base this calculation on 2000 U.S. Census data. Instructions for determining the correct census data:

1. Go to <http://factfinder.census.gov>
2. Locate the heading "Fast Access to Information" and the search box titled "Get a fact sheet for your community". Enter your community and select your state from the state list, then click on "go"
3. At the top of your community fact sheet, check to confirm that your community is: city, town, village, borough, or CDP
4. The total population for your community is listed at the top in the first row of data of the factsheet

The following table outlines the definitions used in evaluating rurality:

| Level | Community Having a Population: | | |
|-------|--------------------------------|------------------|--------|
| | Over | Not in Excess of | Points |
| 1 | | 499 | 40 |
| 2 | 499 | 1,000 | 35 |
| 3 | 1,000 | 2,000 | 30 |
| 4 | 2,000 | 3,000 | 25 |
| 5 | 3,000 | 4,000 | 20 |
| 6 | 4,000 | 5,000 | 15 |
| 7 | 5,000 | 10,000 | 10 |
| 8 | 10,000 | 20,000 | 5 |

Points are awarded based on the population of the community located within the service area:

For example, a project proposes to serve the town of Belle Haven, Virginia. In accordance with U.S. Bureau of the Census statistics, the town of Belle Haven, Virginia has a population of 480. A population of 480 is a Level 1 community eligible to receive 40 points, as follows:

| <u>Service Area Community</u> | <u>Population</u> | <u>Level</u> | <u>Points</u> |
|-------------------------------|-------------------|--------------|---------------|
| Belle Haven town, Virginia | 480 | 1 | 40 |

Instructions for Native American Indian Reservations: If your eligible community is an Indian Reservation (per explanation on page 6 of this application guide), follow these instructions for determining the correct population:

1. Go to <http://factfinder.census.gov>
2. Scroll down the web page to find the "Special Interest" heading on the right and click on "American Indian and Alaska Native"
3. Under the "Census 2000" heading, click on "Fast access to popular data"
4. Select the state where the reservation is located and type an asterisk "*" in the reservation box
5. Select your reservation from the list
6. The total population for your reservation is listed at the top in the first row of data of the factsheet
7. Use the rurality evaluation table above to determine the correct points for your reservation's population

2. *Economic Need of the Project Service Area (up to 30 points):*

An "Economic Need Calculation Worksheet" is provided in this application guide to assist you in this calculation (Attachment 3). This criterion measures the economic need of the service area based upon the per capita income (PCI) of the Community as determined by the U.S. Bureau of the Census, U.S. Department of Commerce. An applicant must base this calculation on 2000 U.S. Census data. Instructions for determining the correct census data:

1. Go to <http://factfinder.census.gov>
2. Locate the heading "Fast Access to Information" and the search box titled "Get a fact sheet for your community". Enter your community and select your state from the state list, then click on "go"
3. Scroll down to "Economic Characteristics" and look for "Per capita income (dollars)"
4. Use that figure to calculate the community's PCI as a percentage of the National Average using Attachment 3 of this guide

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Points are awarded for service provided in a Community where the PCI is less than 75 percent of the national average per capita personal income (NAPCI) and according to the following scale:

| PCI is: | | Points Awarded |
|-----------------------------|--|----------------|
| Percent of NACPI Less than: | Percent of NAPCI Greater than or equal to: | |
| | 75 | 0 |
| 75 | 70 | 5 |
| 70 | 65 | 10 |
| 65 | 60 | 15 |
| 60 | 55 | 20 |
| 55 | 50 | 25 |
| 50 | | 30 |

Instructions for Native American Indian Reservations: If your eligible community is an Indian Reservation (per explanation on page 6), follow these instructions for determining the correct per capita income

1. Go to <http://factfinder.census.gov>
2. Scroll down the web page to find the "Special Interest" heading on the right and click on "American Indian and Alaska Native"
3. Under the "Census 2000" heading, click on "Fast access to popular data"
4. Select the state where the reservation is located and type an asterisk "*" in the box
5. Select your reservation from the list
6. Scroll down to page with the heading "Profile of Selected Economic Characteristics" (usually page 3 of the factsheet) and locate the per capita income (dollars) - usually on the lower right of the table. Use that figure to calculate the community's PCI as a percentage of the national average using Attachment 3 of this guide
7. Determine correct points for your reservation based on the table above

3. ***Benefits derived from the proposed service (up to 30 points):***

The benefits derived from the proposed service area is a subjective scoring category for which applicants may receive up to 30 points. This criterion will be scored based on the documentation in support of the need for services, benefits derived from the services proposed by the project, and local community involvement in planning and implementing of the project.

RUS will consider:

1. The extent of the applicant's documentation explaining the economic, educational, health care, and public safety issues and challenges facing the community and the applicant's proposed plan to address these challenges on a community-oriented basis.

2. The extent of the project's planning, development, and support by local residents, institutions, and community facilities. This includes evidence of community-oriented involvement, as exemplified in community meetings, public forums, and surveys. In addition, applicants should provide evidence of local residents' participation in the project planning and development.
3. The extent to which the community center will be used for educational or instructional purposes.
4. Web-based community resources enabled or provided by the applicant, such as community bulletin boards, directories, public web-hosting, notices, etc.

In addressing this scoring criterion, applicants must describe the unique circumstances involving their proposed project and how they propose to utilize Federal financing provided from this program in conjunction with any other resources to meet their community's needs. When addressing this criterion, applicants should specifically discuss all aspects of the application that contribute to the scoring criterion.

Applicants should attempt to quantify benefits in terms of outcomes from the project; that is, ways in which peoples' lives, or the community, will be improved. Try to provide estimates of the number of people affected by the benefits arising from the project.

Use as many pages as is necessary to address the subjective criterion.

D. System Design

The system design must contain the following information:

1. A narrative discussing the proposed community center and all costs of the project, all existing and proposed facilities that are a part of the project, the services to be provided by the project, and the proposed service area;
2. Engineering design studies providing an economical and practical engineering design of the project, including a detailed description of the facilities to be funded, technical specifications, data rates, and costs; and
3. A map of the proposed service area reflecting the proposed location of the community center and critical community facilities.

E. A Scope of Work

The scope of work must include, at a minimum:

1. The specific activities and services to be performed under the project;

2. Who will carry out the activities and services;
3. The time-frames for accomplishing the project objectives and activities; and
4. A budget for all capital and operating expenditures reflecting the line item costs for eligible purposes for the grant funds, the matching contributions, and other sources of funds necessary to complete the project.

F. Community-Oriented Connectivity Plan

The provision of broadband service is vital to the economic development, education, health, and safety of rural Americans. To further this objective, RUS will provide financial assistance to eligible entities that propose, on a “community-oriented connectivity” basis, to provide broadband service that fosters economic growth and delivers enhanced educational, health care, and public safety services. The “community-oriented connectivity” concept integrates the deployment of broadband infrastructure with the practical, everyday uses and applications of the facilities.

Specifically, RUS will provide financial assistance to eligible entities that are proposing to deploy broadband transmission service in a rural community where such service does not currently exist; who will connect the critical community facilities including the local schools, libraries, hospitals, police, fire and rescue services; and who will operate a community center that provides free and open access to residents. A state-of-the-art community center will not only provide improved access but will aid rural residents in developing on-line businesses and will allow them to reap the benefits of Internet-based advanced placement courses, and continuing adult education. Priority will be given to rural areas that have the greatest need for broadband services. The applicant must provide a community-oriented connectivity plan consisting of the following:

1. A listing of all critical community facilities located in the service area, including public schools, public libraries, public medical clinics, public hospitals, community colleges, public universities, and law enforcement, fire and ambulance stations. The applicant must provide documentation of consultation with these groups, including commitments to participate in the proposed project;
2. A description of the services available to local residents through the use of the community center;
3. A listing of the proposed telecommunications terminal equipment, telecommunications transmission facilities, data terminal equipment, interactive video equipment, computer hardware and software systems, and components that process data for transmission via telecommunications, computer network components, communication satellite ground station equipment, or any other elements of the telecommunications system designed to further the deployment and use of broadband services, that the applicant intends to build or fund using RUS grant funds and matching contributions; and

4. A description of the consultations with the appropriate telecommunications carriers (including interexchange carriers, cable television operators, enhanced service providers, providers of satellite services and telecommunication equipment manufacturers and distributors) and the anticipated role of such providers in the proposed telecommunications system.

G. Financial Information and Sustainability

The applicant must provide a narrative description demonstrating sustainability of the project, including having sufficient resources and expertise necessary to undertake and complete the project and how the project will be sustained following completion. The following financial information is required:

1. Certified financial statements, if available; otherwise, the most current income statement and balance sheet for existing operations; and
2. 5 years of pro-forma financial information for the project, or for the applicant taking into consideration the conclusion of the project, including income statements, balance sheets, cash flow statements. Applicants must include sufficient pro-forma financial data to demonstrate the financial capability of the project participants to continue a sustainable project for a minimum of 5 years after completion of the project.

This documentation should include non-contingent sources of income or revenues that are sufficient to pay all operating expenses including system maintenance, salaries, training, and any other general operating expenses, and provide for replacement of depreciable items. Applicants must also include depreciation rates, based upon current industry standards, for the equipment being financed. All assumptions in support of the pro-forma must be clearly identified.

H. A Statement of Experience

An applicant must provide a written narrative describing its demonstrated capability and experience, if any, in operating a telecommunications system, or any project similar to the proposed project. The applicant must include the owner's and principal employees' relevant work experience that would ensure the success of the project.

I. Evidence of Legal Authority and Existence

The applicant must provide evidence of its legal existence and authority to enter into a grant agreement with the RUS and perform the activities proposed under the grant application.

Satisfactory documentation of legal authority includes, but is not limited to, articles of incorporation, bylaws, board resolutions, excerpts from state statutes, or an attorney's opinion of counsel.

Satisfactory documentation of legal existence includes, but is not limited to, certificates from the Secretary of State, state statutes or laws establishing your organization. Letters from the IRS awarding tax-exempt status are not considered adequate evidence.

J. Funding Commitments from Other Sources

If the project requires additional funding from other sources in addition to the RUS grant, the applicant must provide evidence that funding agreements have been obtained to ensure completion of the project. These agreements shall be sufficient to ensure:

1. Payment of all proposed expenditures for the project;
2. All required matching contributions;
3. Any additional matching funding; and
4. Any other funds necessary to complete the project.

A letter from the organization providing the matching funds or in-kind contributions is an example of the evidence required. In the case of in-kind contributions of equipment, the letter should include a description of the items, value and date purchased. For donations of space for the community center, the letter should include the dimensions of the space and a calculation of the value of the foregone rental income, and a commitment to provide the space for a minimum of 2 years. For donations of space, evidence of the value of the donation is required. For donations of operating and administrative expenses of the community center, the letter should include detailed calculations of the individual expense line items used to determine the value.

K. Compliance with Other Federal Statutes and Regulations

The applicant is required to submit evidence that it is in compliance with other Federal statutes and regulations as follows:

- ◆ E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375 and as supplemented by regulations contained in 41 CFR part 60, Attachment 4;
- ◆ Architectural barriers, Attachment 5;
- ◆ Flood hazard area precautions, Attachment 6;
- ◆ Assistance and Real Property Acquisition Policies Act of 1970, Attachment 7;
- ◆ Drug-Free Workplace Act of 1998 (41 U.S.C. 701), Attachment 8;
- ◆ E.O.s 12549 and 12689, Debarment and Suspension; (**See 7 CFR 3017.510**), Attachment 9;
- ◆ Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Attachment 10;
 - If the applicant is engaged in lobbying activities, the applicant must submit a completed disclosure form, "Disclosure of Lobbying Activities" (**See 7 CFR Part 3018**); and
- ◆ Non Duplication of Services Certificate, Attachment 11;

- ◆ Federal Obligations Certification on Delinquent Debt, Attachment 12; and
- ◆ Environmental Impact Report, in accordance with 7 CFR 1794, Attachment 13 (see further information below).

Environmental Impact and Historic Preservation:

Details of the project's impact on the environment and historic preservation must be provided. The application must contain a separate section entitled "Environmental Impact of the Project."

An "Environmental Questionnaire/Certification" may be used by applicants to assist in complying with the requirements of this section. Attachment 13.

For a proposed project that only involves internal modifications or equipment additions to buildings or other structures, the environmental information normally required includes a description of the internal modifications or equipment additions, the size of the site in hectares, and the general nature of the proposed use of the facilities once the project is completed, including any hazardous materials to be used, created or discharged, any substantial amount of air emissions, wastewater discharge, or solid waste that will be generated.

Putting It All Together

The GRANT application should be **assembled** and **tabbed** in the following order listed below. Material not located under the proper tab will not be considered by reviewers. If material is relevant under more than one tab, it should be repeated under each relevant tab. Any supplemental information that the applicant wants to submit should be included under the relevant tab. Numbered attachments are provided at the end of this guide for your use. Use only the applicable attachments listed below.

- A. An Application for Federal Assistance: Completed Standard Form 424, Attachment 1
- B. An Executive Summary of the Project
- C. Scoring Criteria Documentation
 - 1. Rurality Calculation Table, Attachment 2
 - 2. Economic Need Calculation Worksheet, Attachment 3
 - 3. The Benefits Derived from Services
- D. System Design
- E. Scope of Work
- F. Community-Oriented Connectivity Plan
- G. Financial Information and Sustainability
 - 1. Certified Financial Statements, if available
 - 2. Pro-Forma Financial Statements
- H. Statement of Experience
- I. Evidence of Legal Existence & Legal Authority to Contract with the Government
- J. Evidence of Funding Commitments from all sources, if applicable.
- K. Compliance with Other Federal Statutes and Regulations
 - 1. Equal Opportunity and Nondiscrimination Certification, Attachment 4
 - 2. Certificate Regarding Architectural Barriers, Attachment 5
 - 3. Certificate Regarding Flood Hazard Area Precautions, Attachment 6
 - 4. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Certification, Attachment 7
 - 5. Certification Regarding Drug-Free Workplace Requirements, Alternative I – For Grantees Other than Individuals, Attachment 8
 - 6. Certification Regarding Debarment and Suspension, and Other Responsibility Matters – Primary Covered Transactions, Attachment 9
 - 7. Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements, Attachment 10
 - If the applicant is engaged in lobbying activities, the applicant must submit a completed disclosure form, “Disclosure of Lobbying Activities” (**See 7 CFR Part 3018**);
 - 8. Non Duplication of Services Certificate, Attachment 11;
 - 9. Federal Obligations Certification on Delinquent Debt, Attachment 12; and
 - 10. Environmental Questionnaire/Certification, Attachment 13

Sample certificates and forms are included for your use

Rural Utilities Service

Community Connect Broadband Grant Program Federal Forms and Attachments Fiscal Year 2005

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APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

| | | | | |
|---|---|---|------------------------------|-----------------------------|
| 1. TYPE OF SUBMISSION: Application | | 2. DATE SUBMITTED | Applicant Identifier | |
| <input type="checkbox"/> Construction | Pre-application | 3. DATE RECEIVED BY STATE | State Application Identifier | |
| <input type="checkbox"/> Non-Construction | <input type="checkbox"/> Construction | 4. DATE RECEIVED BY FEDERAL AGENCY | Federal Identifier | |
| <input type="checkbox"/> Non-Construction | <input type="checkbox"/> Non-Construction | | | |
| 5. APPLICANT INFORMATION | | | | |
| Legal Name: | | Organizational Unit: | | |
| | | Department: | | |
| Organizational DUNS: | | Division: | | |
| Address: | | Name and telephone number of person to be contacted on matters involving this application (give area code) | | |
| Street: | | Prefix: | First Name: | |
| City: | | Middle Name | | |
| County: | | Last Name | | |
| State: | Zip Code | Suffix: | | |
| Country: | | Email: | | |
| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): <input type="text"/> - <input type="text"/> | | Phone Number (give area code) | | Fax Number (give area code) |
| 8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) <input type="checkbox"/> <input type="checkbox"/> Other (specify) | | 7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify) | | |
| 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text"/> - <input type="text"/> TITLE: Community-Oriented Connectivity Broadband Grant Program | | 9. NAME OF FEDERAL AGENCY: | | |
| 12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): | | 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: | | |
| 13. PROPOSED PROJECT Start Date: Ending Date: | | 14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project | | |
| 15. ESTIMATED FUNDING: | | 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? | | |
| a. Federal | \$. ⁰⁰ | a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: | | |
| b. Applicant | \$. ⁰⁰ | b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372 | | |
| c. State | \$. ⁰⁰ | <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW | | |
| d. Local | \$. ⁰⁰ | 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? | | |
| e. Other | \$. ⁰⁰ | <input type="checkbox"/> Yes If "Yes" attach an explanation. <input type="checkbox"/> No | | |
| f. Program Income | \$. ⁰⁰ | | | |
| g. TOTAL | \$. ⁰⁰ | | | |
| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED. | | | | |
| a. Authorized Representative | | | | |
| Prefix | First Name | | Middle Name | |
| Last Name | | Suffix | | |
| b. Title | | c. Telephone Number (give area code) | | |
| d. Signature of Authorized Representative | | e. Date Signed | | |

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

| Item: | Entry: | Item: | Entry: |
|-------|--|-------|---|
| 1. | Select Type of Submission. | 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. |
| 2. | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable). | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 3. | State use only (if applicable). | 13. | Enter the proposed start date and end date of the project. |
| 4. | Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank. | 14. | List the applicant's Congressional District and any District(s) affected by the program or project |
| 5. | Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 7. | Select the appropriate letter in the space provided. <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District </div> <div style="width: 45%;"> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization </div> </div> | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 8. | Select the type from the following list: <ul style="list-style-type: none"> "New" means a new assistance award. "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: <div style="display: flex; justify-content: space-between;"> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration </div> | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

Rurality Calculation Table

Please list the proposed Community to be served with the proceeds of the Community Connect Broadband Grant, its population based upon 2000 Census data, and its rurality level.

| <u>Service Area Community</u> | <u>Population</u> | <u>Level*</u> | <u>Points</u> |
|-------------------------------|-------------------|---------------|---------------|
| | | | |

* Denote Level based on the following table:

| Level | Community Having a Population: | | Points |
|-------|--------------------------------|------------------|--------|
| | Over | Not in Excess of | |
| 1 | | 499 | 40 |
| 2 | 499 | 1,000 | 35 |
| 3 | 1,000 | 2,000 | 30 |
| 4 | 2,000 | 3,000 | 25 |
| 5 | 3,000 | 4,000 | 20 |
| 6 | 4,000 | 5,000 | 15 |
| 7 | 5,000 | 10,000 | 10 |
| 8 | 10,000 | 20,000 | 5 |

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

Economic Need Calculation Worksheet

Applicants are awarded points for providing service in a Community where the per capita personal income (PCI) is less than 75% of the national average per capita income (NAPCI) of 21,587. Enter the Community name and its PCI in dollars (found at <http://factfinder.census.gov>) and calculate the percentage of the NAPCI in the table below.

| Service Area Community | (a) Community PCI in Dollars | (b) NAPCI in Dollars | (a) ÷ (b) PCI as % of NAPCI |
|-----------------------------------|---|---------------------------------|--|
| | \$ _____ | \$21,587 | _____ % |

Using the scale below, award the appropriate number of points in the box below for the community on PCI as a percent of NAPCI:

| | | | |
|----------------|----|------------------|--|
| 0 pts. | if | ≥ 75% | |
| 5 pts. | If | ≥ 70% but < 75% | |
| 10 pts. | if | ≥ 65% but < 70%; | |
| 15 pts. | if | ≥ 60% but < 65%; | |
| 20 pts. | if | ≥ 55% but < 60%; | |
| 25 pts. | if | ≥ 50% but < 55%; | |
| 30 pts. | if | < 50%. | |

POINTS:

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

Attachment 3

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

Equal Opportunity and Nondiscrimination Certification

All grants made under the Community-Oriented Connectivity Broadband Grant Program are subject to the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, (7 CFR Part 15); Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 901 *et seq.*; 7 CFR Part 15b); and Age Discrimination of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR Part 90); and as amended by Executive Order 11375 Amending Executive Order 11246, Relating to Equal Employment Opportunity (3 CFR, 1966, 1970 Comp., p. 684).

All recipients of financial assistance from RUS, the prospective primary participant commits to carry out RUS' established policy to comply with the requirements of the above laws and executive orders to the effect that no person in the United States shall, "on the basis of race, color, national origin, handicap, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Community-Oriented Connectivity Broadband Grant Program.

The _____ (Grantee)
hereby certifies that, as a prospective recipient under the said Community-Oriented Connectivity Broadband Grant Program, it will comply with the above reference laws and executive orders.

(Date)

(Authorized Representative's Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

Attachment 4

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

Certificate Regarding Architectural Barriers

All facilities financed with RUS grants that are open to the public, or in which physically handicapped persons may be employed or reside, must be designed, constructed, and/or altered to be readily accessible to, and usable by handicapped persons. Standards for these facilities must comply with the Architectural Barriers Act of 1968, as amended, 42 U.S.C. 4151 *et seq.*) and with the Uniform Federal Accessibility Standards (UFAS), (Appendix A to 41 CFR subpart 101-19.6).

As a prospective primary participant recipient of financial assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements of the above referenced law to the effect that all facilities must be readily accessible to and usable by handicapped persons.

The _____ (Grantee) hereby certifies, that, as a prospective recipient under the Community-Oriented Connectivity Broadband Grant Program, it is in compliance, or will be in compliance upon completion of the project, with the above referenced law.

(Date)

(Authorized Representative's Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

Attachment 5

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

Certificate Regarding Flood Hazard Area Precautions

If the project is located in an area subject to flooding, flood insurance must be provided to the extent available and required under the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001 through 4128). If applicable, the insurance must cover, in addition to the buildings, any machinery, equipment, fixtures, and furnishings contained in the buildings. RUS will comply with Executive Order 11988, Floodplain Management (3 CFR, 1977 Comp., p. 117), and 7 CFR 1794.41, of this chapter in considering the application for the project.

Please check the appropriate line below:

- ___ a) The project is not located in a 100 year flood plain; therefore, no Flood Insurance is required.
- ___ b) The project is located in a 100 year flood plain and the required insurance is or will be provided by:

The _____ (Grantee) hereby certifies, that, as a prospective recipient under the Community-Oriented Connectivity Broadband Grant Program, it is in compliance, or will be in compliance during construction and/or installation of equipment and upon completion of the project, with the above referenced law.

(Date)

(Authorized Representative's Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

Attachment 6

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

***Uniform Relocation Assistance and Real Property Acquisition
Policies Act of 1970 Certification***

The _____ (Grantee) assures that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act), 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 CFR Part 24 and 7 CFR Part 21.

Specifically, the _____ (Grantee) assures that:

Whenever Federal financial assistance is used to pay for any part of the cost of a program or project which will result in the displacement of any person:

- (a) Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons in accordance with sections 202, 203, and 204 of the Uniform Act;
- (b) Relocation assistance programs offering the services described in section 205 of the Uniform Act shall be provided to displaced persons; and
- (c) Within a reasonable period of time prior to displacement, comparable replacement dwellings will be available to displaced persons in accordance with section 205(c)(3) of the Uniform Act.

Date

(Authorized Representative's Signature)

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

Attachment 7

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

***Certification Regarding Drug-Free Workplace Requirements
Alternative I – For Grantees Other than Individuals***

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et seq.*), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

ALTERNATIVE I

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
- (e) Notifying the Agency in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:

Street Address

City

County

State

Zip Code

_____ **Check if there are workplaces on file that are not identified here.**

Organization Name

Authorized Representative's Signature

Date

Name Typed or Printed

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

***Certification Regarding Debarment, Suspension, and Other
Responsibility Matters – Primary Covered Transactions***

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed transaction.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for Debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Authorized Representative's Signature

Date

Name Typed or Printed

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

Attachment 9

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

***Certification Regarding Lobbying for Contracts, Grants,
Loans, and Cooperative Agreements***

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (Copies of this form may be obtained from RUS.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Authorized Representative's Signature

Date

Name Typed or Printed

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

Attachment 10

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

Non Duplication of Services Certificate

As a prospective primary participant recipient of assistance from RUS, this organization certifies that facilities financed under the Community-Oriented Connectivity Broadband Grant Program will provide broadband service only in areas where it does not currently exist.

The _____ (Grantee/Borrower) hereby certifies that as a prospective recipient under the said Community-Oriented Connectivity Broadband Grant Program, that it will not use RUS grant funds to duplicate any established broadband services or facilities as referenced above.

(Date)

(Signature)

(Name Typed or Printed)

(Title)

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

**Community Connect Broadband Grant Program
Federal Forms and Attachments, FY 2005**

**U.S. Department of Agriculture
Rural Utilities Service**

Federal Obligations Certification on Delinquent Debt

IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? _____ YES _____ NO

Note: Example of debts include, but are not limited to, delinquent taxes, guaranteed or direct government loans (more than 31 days past due) and other administrative debts.

If Yes, provide explanatory information.

APPLICANT CERTIFICATION
FEDERAL COLLECTION POLICIES FOR COMMERCIAL DEBT

The Federal Government is authorized by law to take any or all of the following actions in the event that a borrower's loan payments become delinquent or the borrower defaults on its loan: (1) Report the borrower's delinquent account to a credit bureau; (2) Assess additional interest and penalty charges for the period of time that payment is not made; (3) Assess charges to cover additional administrative costs incurred by the Government to service the borrower's account; (4) Offset amounts owed to the borrower under other Federal programs; (5) Refer the borrower's debt to the Internal Revenue Service for offset against any amount owed to the borrower as an income tax refund; (6) Refer the borrower's account to a private collection agency to collect the amount due; and (7) Refer the borrower's account to the Department of Justice for litigation in the courts.

All of these actions can and will be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

Certification

I have read and understand the actions the Federal Government can take in the event that I fail to meet my scheduled payments in accordance with the terms and conditions of my agreements.

Signed: _____

Title: _____

Company: _____

Date: _____

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.

Attachment 12

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**U.S. Department of Agriculture
Rural Utilities Service**

***Community-Oriented Connectivity Broadband Grant Program
Environmental Questionnaire/Certification***

Environmental Project Summary:

(This description should encompass all construction in the project, no matter the source of funding. It should provide details of how the project will impact the environment (wetlands, farmlands, floodplain, cultural environment, endangered species, environmental quality, and historic preservation). If additional space is needed, continue on white bond paper and insert between the first and second pages.)

If the construction proposed in this application, as described above, will not impact the environment or historic preservation, you may sign the certification indicating that no adverse impact and skip filling out the questionnaire.

CERTIFICATION

I hereby certify that the construction proposed in this application will not adversely impact the environment or historic preservation.

(Signature and Date)

(Print or Type Title)

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QUESTIONNAIRE

Note: It is extremely important to respond to all questions completely to ensure expeditious processing of the Community-Oriented Connectivity Broadband Grant Program application. The information herein is required by Federal law.

Important: Any activity related to the project that may adversely affect the environment or limit the choice of reasonable development alternatives shall not be undertaken prior to the completion of Rural Utilities Service's environmental review process.

Legal Name of Applicant _____

Signature (Type, sign, & date) _____

The applicant's representative certifies to the best of his/her knowledge and belief that the information contained herein is accurate. Any false information may result in disqualification for consideration of financial assistance or the rescission of financial assistance.

I. Project Description - Detailing construction, including, but not limited to internal modifications of existing structures, and/or installation of telecommunications transmission facilities including satellite uplinks or downlinks, microwave transmission towers, and cabling.

1. Describe the portion of the project, and site locations (including legal ownership of real property), involving internal modifications, or equipment additions to buildings or other structures (e.g., relocating interior walls or adding computer facilities) for each site.

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2. Describe the portion of the project, and site locations (including legal ownership or real property), involving construction of transmission facilities, including cabling, microwave towers, satellite dishes, or disturbance of property of .99 acres or greater for each project site.

3. Describe the nature of the proposed use of the facilities and whether any hazardous materials, air emissions, wastewater discharge, or solid waste will result.

4. State whether or not any project site(s) contain or are near properties listed or eligible for listing in the National Register of Historic Places, and identify any historic properties. (The applicant must supply evidence that the State Historic Preservation Officer (SHPO) has cleared development regarding any historical properties).

5. Provide information whether or not any facility(ies) or site(s) are located in a 100-year floodplain. A National Flood Insurance Map should be included reflecting the location of the project site(s).

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II. For projects that involve construction of transmission facilities, including cabling, microwave towers, satellite dishes, or physical disturbance of real property of .99 acres or greater, the following information must be submitted.

1. A map (*preferably a U.S. Geological Survey map*) of the area for each site affected by construction (include as an attachment).
2. A description of the amount of property to be cleared, excavated, fenced, or otherwise disturbed by the project and a description of the current land use and zoning and any vegetation for each project site affected by construction.
3. A description of buildings or other structures (i.e., transmission facilities), including dimensions, to be constructed or modified.
4. A description of the presence of wetlands or existing agricultural operations and/or threatened or endangered species or critical habitats on or near the project site(s) affected by construction.
5. Describe any actions taken to mitigate any environmental impacts resulting from the proposed project (use attachment if necessary).

Note: The applicant may submit a copy of any environmental review, study assessment, report or other document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from State, local or other Federal bodies. Such material, to the extent relevant, may be used to meet the requirements herein.

(This is not an official Government form. It has been prepared to assist and expedite the application process and is only intended for use in the Community-Oriented Connectivity Broadband Grant Program.)

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The U.S. Department of Agriculture prohibits discrimination in its programs on the basis of race, color, National origin, sex, religion, age disability, political beliefs, and marital or family status. (Not all bases apply to all programs.) Persons with disabilities who require alternative means for communications of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center on (202) 720-1127 (TDD). USDA is an equal opportunity employer.